

The District Court of Maryland is a court of record, which means that all proceedings before the court are recorded.

A typed *transcript* of a proceeding will be produced under certain limited conditions.

Recordings on cassette tape or compact disc format may be requested by anyone.

TRANSCRIPTS

Transcripts may be obtained *only* when the person making the request has appealed a District Court judgment in a civil case where the amount in dispute is more than \$5,000 (\$2,500 if case was filed prior to 10/1/2003) In such instances, you must request that a transcript be forwarded to the circuit court.

When you make your request, you must submit a copy of your appeal letter, along with a \$75 deposit. The court will prepare one original, which is sent to the circuit court and one copy, which is sent to you.

The cost for a transcript is \$3 per page. If your final cost totals less than \$75, a copy of the transcript will automatically be mailed to you and the balance of your deposit returned.

If your final cost totals more than \$75, the court will bill you. Your copy of the transcript will be released to you upon payment of the bill.

RECORDINGS

Anyone may request a copy of an audio recording of a case, regardless of whether the individual making the request was a party in that case. Requests for recordings must be submitted in writing to the clerk's office. The cost for the recording is \$15 per case.

The District Court is upgrading its recording system from a cassette tape to a data compact disc (CD) format. Cases heard prior to the upgrade will be provided on cassette tape; all other recordings will be provided on a CD that can be played back on a Windows-based computer.

A party to any case, or the attorney for any party, may be permitted to listen to the recording of the trial of that case, at a time and a place determined by a judge to be appropriate.

MAKING A REQUEST

To request a transcript or recording, submit a letter or complete a request for recording transcript (*form DCA 27*), available at any District Court location. Your request must be submitted to the district in which your case was heard and must include the following information:

- the case number
- the trial/hearing dates
- the names of both parties to the case; and
- your name, address, and phone number

Transcripts are generally completed within 60 days of a request, while recordings are completed within 30 days.

For more information on the District Court or its procedures, please contact a clerk at the District Court of Maryland location nearest you.

For more information about the Maryland Judiciary and the District Court visit the website, at:

www.courts.state.md.us

It is the mission of the District Court of Maryland to provide equal and exact justice for all who are involved in litigation before the Court.

Information contained in this brochure is intended to inform the public and not serve as legal advice. Brochure is subject to unscheduled and unannounced revisions. Any reproduction of this material must be authorized by the Office of the Chief Clerk of the District Court of Maryland.



TRANSCRIPTS & RECORDINGS

**How to
OBTAIN A
RECORDING
OR
TRANSCRIPT**



Transcripts
and
audio recordings
available